

Iowa Judicial Branch  
Legislative Intent Report  
to  
Justice Systems Appropriations Subcommittee  
and  
Legislative Fiscal Bureau

ICIS: Use, Collections and Interfaces

The following information is provided pursuant to Chapter 1003, Section 173(8), 2002  
Iowa Acts.

## **Technology Initiatives**

In the 1990s, the Iowa Judicial Branch turned to technology to help manage rising caseloads. The first step was the statewide automation of the court system. The Judicial Branch installed a statewide computer system (ICIS) that automated and linked all 100 clerk of district court offices with their respective district court administrative office, and linked district administrative offices with state court administration. ICIS, which was designed as a docketing and administrative tool for the courts, has served as a foundation for many court improvements as well as a valuable resource to state agencies that depend upon court information.

In addition to ICIS, the Iowa Judicial Branch has embraced other modern technologies including fax machines, personal computers, e-mail, electronic legal research, CD-ROM imaging and video. The Judicial Branch looks to the Internet and the implementation of electronic public access to court dockets and electronic document management..

Some of the technology initiatives already implemented by the Judicial Branch or currently under consideration are summarized below.

### **Electronic Legal Research (ELR)**

Because judicial decision-making is governed by the rule of law and legal precedent—legal principles established in previous cases—judges depend upon legal research materials. Historically, Iowa judges relied upon law libraries maintained by the counties for legal research materials. But many counties have cut back on law library funds as county budgets tightened and the cost of maintaining law libraries rose. Several years ago, the Judicial Branch began to move toward electronic legal research systems to ensure that judges had access to crucial legal research. ELR enables judges from around the state to use computers rather than books to access legal research. The Judicial Branch has contracted with a national legal research firm to provide legal research tools using the Internet.

### **Criminal Justice Information Network (CJIN)**

CJIN is a local area communications network that connects the databases of many criminal justice entities. It connects a judge's PC with ICIS, the Iowa Court Information System, the computer systems of the local jail, community corrections, DOT, and county attorney. The system provides judges with up-to-date information about a defendant's criminal history, the availability of jail space and much more. CJIN systems are currently operating in Polk, Linn, Scott, Story and Pottawattamie Counties.

### **Iowa Judicial Branch Web Site**

The Judicial Branch web site houses a wide range of useful information about the Iowa court system. It covers court procedures, structure and history, schedules and opinions of the Iowa Supreme Court and the Iowa Court of Appeals and biographies of all justices, justices and judicial magistrates. It contains the child support guidelines, manuals to assist victims of domestic abuse and a directory of mediation services available in Iowa. The site was named one of the top ten court web sites at the Sixth Annual Court Technology Conference sponsored by the National Center for State Courts in September 1999.

### **Juvenile Court Officer Enhancement**

The Judicial Branch is implementing a new program which will enhance the efficiency of the state's busy juvenile court officers. Under the program, each JCO will be provided a laptop computer which the officer can use in court or on the road. The ICIS juvenile court software module will be modified to allow downloading and uploading to a central server.

### **CD-ROM Archiving**

County courthouses are running out of room for storing court documents. Several years ago, the Judicial Branch began a program for smaller-sized counties to address the storage crunch and to archive old court records that must be saved. In selected counties, clerk of court staff sift through each court file, discarding papers that do not need to be saved and removing staples from records to be reproduced. Then the documents are scanned and their image is saved on a CD. Records that used to be stored in dozens of file cabinets are stored on a few CDs.

### **Debit Cards.**

Efforts are underway to provide citizens the convenience of paying court obligations with their bank debit cards.

### **Electronic Document Management Systems.**

This technology would enable the filing and retrieval of court documents over the Internet.

### **Magistrate Forms.**

This program enables magistrates to work faster and more efficiently. The program calls for the creation of a central repository for forms frequently used by magistrates. Magistrates can access the forms through the court's e-mail system.

### **Jury Management Software**

Several years ago, the Judicial Branch implemented a statewide jury management software program through ICIS. The new software streamlined juror selection, notification and payment procedures. It has helped ensure that jurors called for jury duty have been randomly selected according to requirements of state law. And it has enabled the courts to make jury service more convenient for the public.

### **Judge's Bench book**

For years, Iowa judges have depended on a heavy loose leaf notebook for quick reference to Iowa law, court practice and procedure. This resource is called a Judge's Bench book because it is typically used by a judge while on the bench during a trial or hearing. Last year, this valuable guide was recreated in electronic format on a Lotus Notes database and made available to judges on-line.

### **Juvenile Court Bench book**

Like the Judge's Bench book, the Juvenile Court Bench book has been put into an electronic format on a Lotus Notes database and is available on-line.

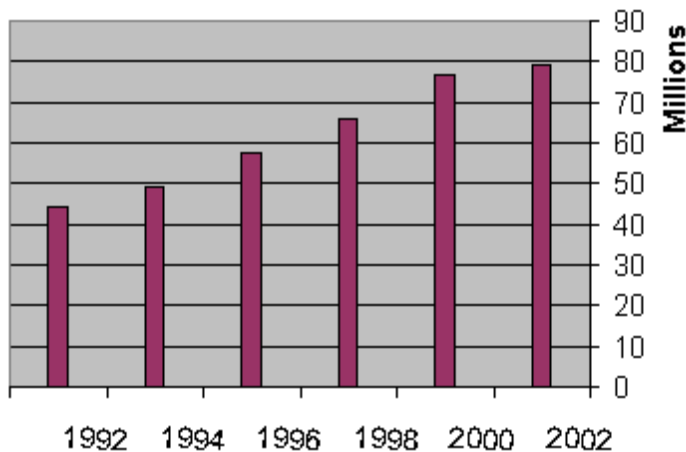
### **Electronic Public Access (EPA)**

With EPA, the public can access basic docket information such as criminal records, fines, child support pay records and other court information throughout the Internet.

## Iowa Judicial Branch

### Court Fines and Fees

2002 Revenue to State of Iowa



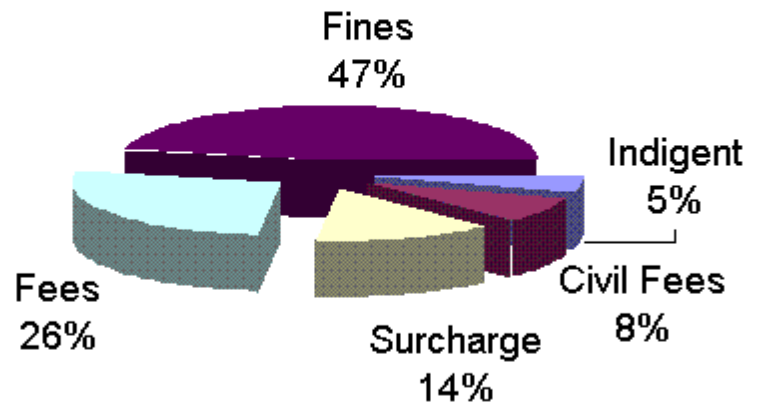
Revenue increased 6.6% in FY 2002.

2002- \$79.2 million  
2001- \$74.3 million  
2000- \$76.6 million  
1999- \$73.6 million  
1998 \$66 million  
1992 \$44.1 million

2002 Revenue Breakdown- 79.2 Million

#### 2002 Revenues

Indigent	3,713,503
Civil Fees	6,392,167
Surcharge	11,265,186
Fees	20,871,189
Fines	36,947,741
	<u>79,189,786</u>



## Clerk's Monthly Report of Total Fees Collected Comparsion Summary

	RECEIPTS FY01	RECEIPTS FY02
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### FEES TO STATE

Filing Fees - Civil (\$80)	\$ 3,522,996	\$ 3,754,804
Filing Fees - Small Claims (\$30)	\$ 2,481,157	\$ 2,561,536
Filing Fees - Indictable Criminal (\$30)	\$ 1,182,951	\$ 1,014,496
Filing Fees - Parking Violations (\$9)	\$ 99,438	\$ 75,827
Court Costs - Scheduled Violations (\$15)	\$ 7,905,846	\$ 8,349,635
Court Costs-SV, Ct App, Nonsched., Other Simple (\$25)	\$ 2,122,944	\$ 2,008,307
Miscellaneous Court Fees	\$ 6,567,871	\$ 6,198,472
Entry Final Decree of Marriage Dissolution (\$30)	\$ 272,234	\$ 270,825
Vitals, Copy of Birth\Death\Marriage Certificates (\$10)	\$ 1,007	\$ 405
Interest Earned on Invested Funds (100%) & Late Payments	\$ 748,119	\$ 416,355
Fines and Forfeited Bail and Infractions	\$ 29,816,538	\$ 33,164,073
City Fines and Forfeited Bail (10%)	\$ 575,429	\$ 667,452
Fine-Driving no proof of insurance	\$ 1,525,671	\$ 1,948,068
Late Settlements - Civil Jury Trial (\$500)	\$ 33,581	\$ 28,839
Surcharge (95%)	\$ 10,395,004	\$ 11,265,186
Indigent Defense Reimbursement to State	\$ 3,508,743	\$ 3,707,272
Collected Delinquent Amts to J&W Revolving	\$ 2,345,931	\$ 2,345,562
Prepayment of Indigent Defense Fees	\$ 6,244	\$ 6,231
Civil Penalty Sex Offender	\$ 31,751	\$ 35,022
Impoundment Fee	\$ -	\$ 10
\$5 Drug Abuse	\$ 72,986	\$ 91,064
DOT Commerical Vehicle	\$ 2,369,504	\$ 2,491,963
DOT \$.50 Copy Fee	\$ 374	\$ 820
Subtotal	\$ 75,586,322	\$ 80,402,222
Less Deposits and Collections	\$ 1,202,520	\$ 1,212,436
Subtotal: To State Treasurer	\$ 74,383,802	\$ 79,189,786

### FEES TO COUNTY OR CITY

Sheriff's Fees	\$ 883,085	\$ 850,336
Indigent Defense Reimbursed to County	\$ 45,740	\$ 47,514
Surcharge - County - 5% Less City	\$ 464,093	\$ 495,356
Fines & Int., Court Costs, Ind. Def. Reimb (35%)	\$ 651,052	\$ 624,528
City Fines and Forfeited Bail (90% Fines)	\$ 5,178,668	\$ 6,003,988
Surcharge (5%)	\$ 82,375	\$ 96,441
City Infractions - Penalties/Forfeitures (90%)	\$ 156,937	\$ 135,062
City Miscellaneous	\$ 205,928	\$ 194,243
County Infractions - Penalties/Forfeitures	\$ 771,614	\$ 985,839
Subtotal: To Counties or Cities	\$ 8,439,493	\$ 9,433,307

### GRAND TOTAL

\$ 82,823,295 \$ 88,623,092

## **Electronic Links with State Agencies**

The Iowa Judicial Branch has worked hand-in-hand with a number of state agencies and other government offices to improve a wide range of services through the use of electronic interfaces. The interfaces are links that enable information to be sent from one computer database to another. Currently, there are eleven interfaces, either under development or operating.

### **Data Warehouse**

The Judicial Branch plays a key role in the new data warehouse, a program operated by the Division of Juvenile and Justice Planning. Each month the Judicial Branch sends highly detailed information about criminal and juvenile cases to the warehouse. In addition to the case information, the warehouse will eventually store information from a number of criminal and juvenile justice agencies. With this vast amount of information so readily accessible, state analysts will be better equipped to predict trends and to evaluate the effectiveness of policy decisions.

### **State and Federal Case Registry (SCR and FCR)**

A national registry for state-provided extracts of IV-D child support cases and also Non IV-D child support orders that are entered on or modified on or after October 1, 1998. The FCR provides information about the location of persons in IV-D cases and persons involved in other authorized child support actions. The Judicial Branch provides this information to the Department of Human Services, which forwards it to the federal registry.

### **State Disbursement Unit (SDU)**

Public law 104-103 (August, 1996) provides that all child support paid via income withholding by employers be submitted to one location in a state. The SDU interface was created as a joint effort between the Judicial Branch and the Department of Human Services to comply with this law. The SDU allows employers to submit payment to one location, process the payments to the recipients, and post the receipt transactions to the appropriate payment record.

### **Case Criminal History (CCH)**

An interface (in test) between ICIS and DPS (Department of Public Safety). Dispositions on selected criminal charges are sent from the ICIS system to DPS where they are placed on the Criminal History record. Current case types selected are Aggravated, Serious, Felony and OWI. Disposition records are selected by case type and specific charge code for transfer to DPS.

### **Electronic Citation Component (ECCO)**

An interface (in test) between ICIS and DOT. Traffic citations written on the Uniform Citation via Laptop computer by officers in the field are electronically transferred via the Iowa System (DPS) to the appropriate county Clerk of Court office. The citations are automatically loaded into the ICIS database. Records are audited by clerk's staff as required. Saves on data entry by clerk's office staff. Once the disposition data has been

entered on a charge, that information would flow back to the agency that the citation originated from.

### **ICONN (Iowa Conviction Notification Network)**

An interface between ICIS and DOT. Unpaid, overdue traffic citation records which are going under suspension are automatically transferred to DOT for posting to the appropriate Driver License record. Once the traffic citation fines have been paid the Suspension Withdrawal Notice is automatically sent to DOT for posting to the appropriate Driver License record. Traffic citation conviction notices are also automatically sent from ICIS to DOT for posting to the appropriate Driver License record.

### **Iowa Corrections Network (ICONLite)**

An interface (in development) between ICIS and DOC (Department of Corrections). As cases are setup the specific case data is transferred to the DOC. As dispositions are entered on charges these dispositions would be sent to DOC. Reopening a case would cause further data to flow to DOC.

### **\*Centralized Collections Unit (CCU) Interface.**

The CCU project is a cooperative effort between the Judicial Branch and Department of Revenue and Finance (DRF) to collect delinquent court fines, fees, other related court costs, and victim restitution. In 1995, the Judicial Branch signed a 28E agreement to electronically transfer court delinquent debt information from ICIS counties to DRF for collections. The primary intent of the project is to further enhance the Judicial Branch's efforts to collect delinquent debt obligations through the use of ICIS technology and other specialized collection services provided by the DRF Centralized Collections Unit. Since the inception of the project, approximately \$30 million of outstanding court debt has been collected.

### **\*Income Tax Offset Interface.**

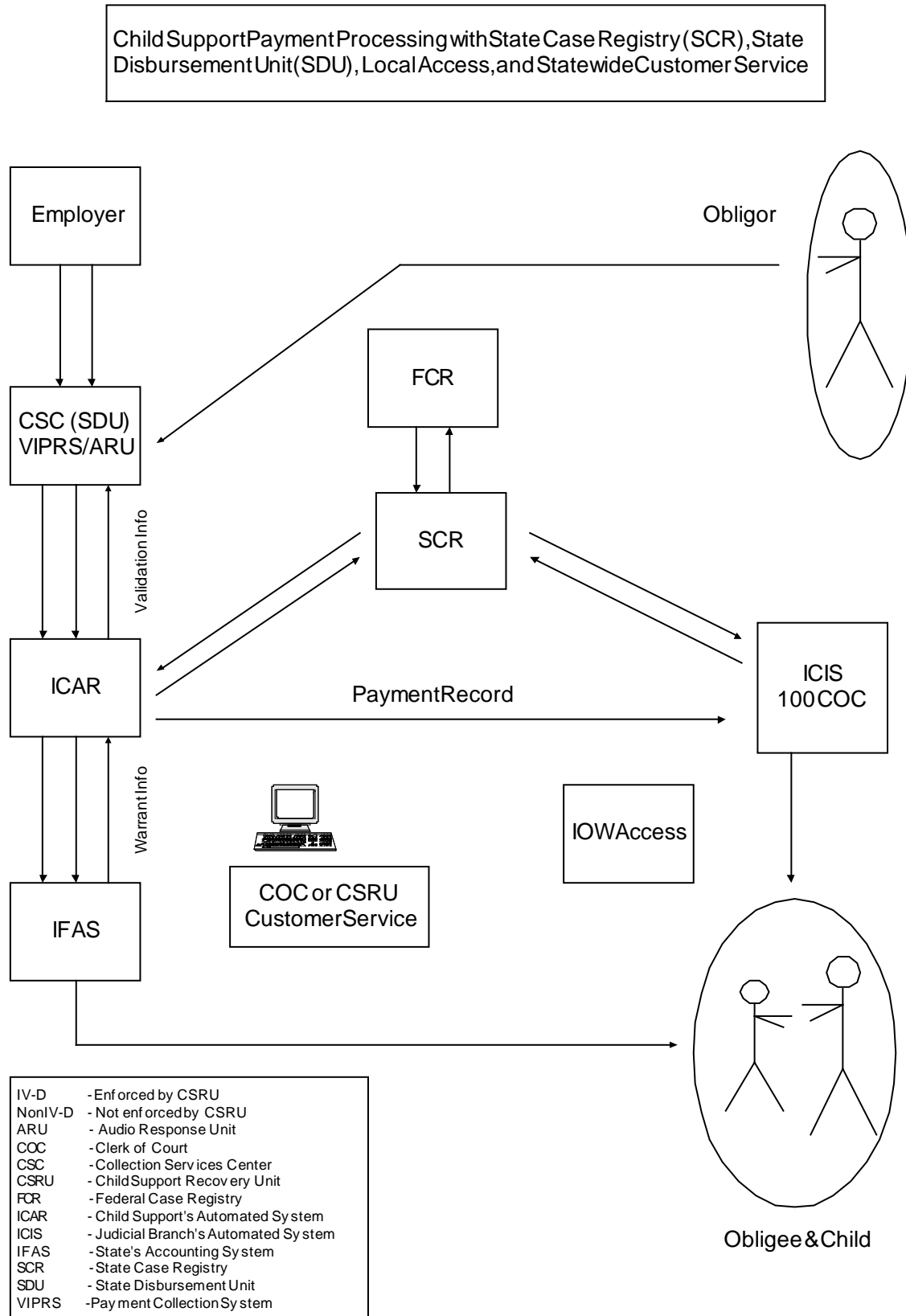
The Income Tax Offset program is an interface between the Judicial Branch and Department of Revenue and Finance (DRF) used to collect delinquent fines and fees. ICIS transfers case information to the DRF for collections, and then DFR initiates procedures to hold tax refunds of debtors. During calendar year 2001, the program collected more than \$2.4 million from more than 19,000 offsets.

### **\*Domestic Abuse Registry Interface**

The Domestic Abuse Registry is an interface project between the Judicial Branch and Department of Public Safety. The intent of this project is to provide the Department of Public Safety with civil, criminal, and juvenile domestic abuse case data and updates from across the state. The sharing of court information with the Department of Public Safety provides the state a statewide registry of the status of no contact orders for Iowa law enforcement agencies to review. The Department of Public Safety reports the no contact order information to the National Crime Information Center.

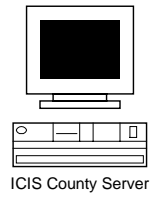
## \*Treasurer Interface

The Treasurer Interface project is an interface between the Judicial Branch and Department of Transportation (IDOT). The program enables the electronic transfer of delinquent court debt information to the IDOT as a centralized reference point for County Treasurers' personnel to review at the time an individual attempts to renew vehicle registrations.

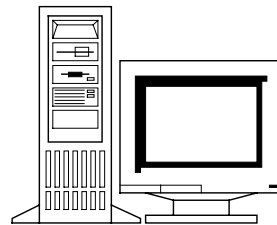
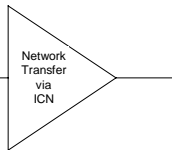




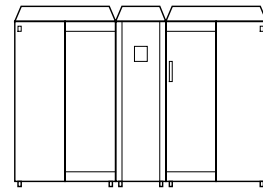
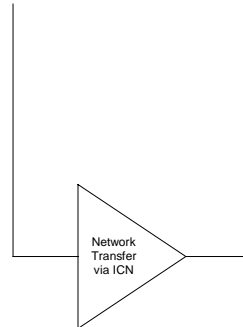
# CASE CRIMINAL HISTORY (CCH)



ICIS processes run every Monday night and pull charge disposition records added in the past 7 days. These records are pulled for **Aggravated, Felony, Serious Misdemeanor, and OWI** cases. Records are selected by case type and also by charge code. The disposition records are forwarded to the Des Moines ICIS office.



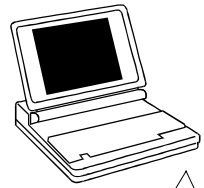
Once records are received from all counties the ICIS processes aggregate these records into a single file. This file is transferred to the Iowa Department of Public Service (DPS).



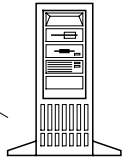
The records received from ICIS are posted to the appropriate **Criminal History Record**.

**Note:** Data flow is from ICIS to DPS. Once DPS has identified records that are over a certain age a verification record will be sent to ICIS for verification of Outstanding Warrants or cases still in process in the court system.

# ELECTRONIC CITATION COMPONENT (ECCO)

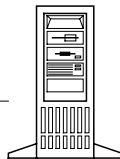
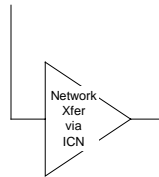


The officer writes a ticket on a laptop computer. At the end of the shift the tickets are transferred to the local server.



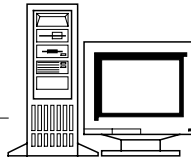
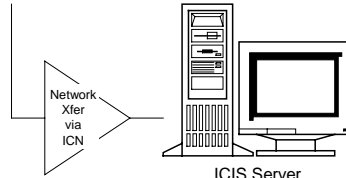
Local Server

The tickets from all officers are aggregated and forwarded to the Iowa Department of Public Safety (DPS) server.



DPS Server

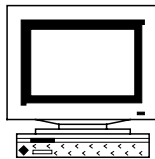
Once the ticket files are on the DPS server they wait to be picked up by automated processes on the Des Moines ICIS system.



ICIS Server

Ticket files are picked up by ICIS, unpacked, imported into the STAT dbs & sent electronically to the ICIS dbs for the county where they were issued. \*

\*Tickets are in packed files that contain ascii files with the ticket information, & with the corresponding signatures files for that ticket. These are linked at upload by file names and the Ticket # itself.

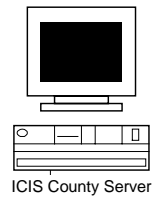


ICIS County Server

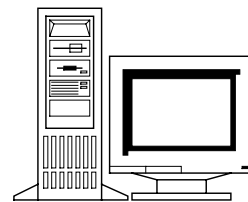
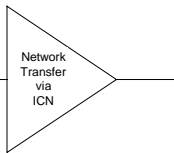
Once the tickets are received at the county they are inserted electronically into the county database.

Note: Dispositions from these electronic tickets are returned to the originating agency electronically via the Iowa System.

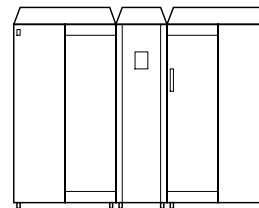
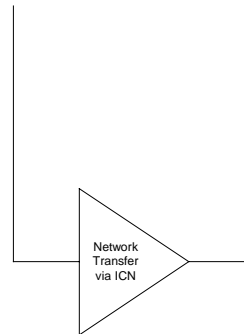
# IOWA CONVICTION NOTIFICATION NETWORK (ICONN)



ICIS processes run overnight and pull traffic records which have overdue fines / newly paid fines / convictions. Each record is a License Suspension, Suspension Withdrawal, or Conviction record. These records are forwarded to the Des Moines ICIS office.



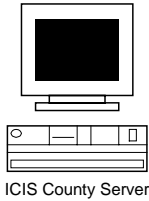
Once the records are received from all counties the ICIS processes aggregate all records into a single file. This file is transferred to the Iowa Department of Transportation (DOT).



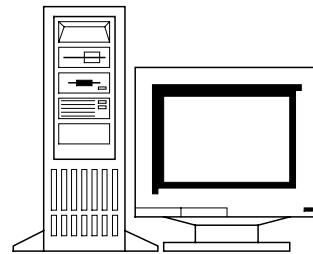
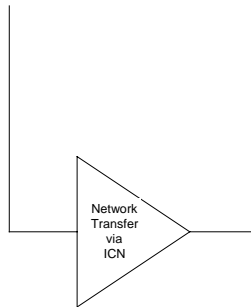
Once the records are received from ICIS each individual record is posted to the appropriate Driver License Record.

**Note:** Data flow is from ICIS to IDOT. After IDOT processes the records an audit record is returned electronically to the originating county for record receipt verification.

# IOWA CORRECTIONS ONLINE (ICONLite)

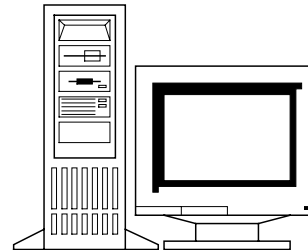
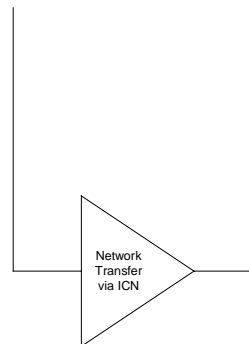


**ICIS processes run overnight and pull criminal case data and dispositions. These records are forwarded to the Des Moines ICIS office.**



ICIS Des Moines Server

**The records are transferred into a database at the Des Moines ICIS office where they are available to the Iowa Department of Corrections (DOC).**

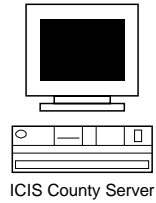


DOC Server

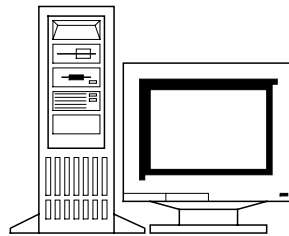
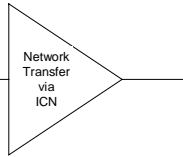
**DOC processes automatically extract the new records and pull them for insertion into the DOC database.**

**Note: Data flow is only from ICIS to IDOC.**

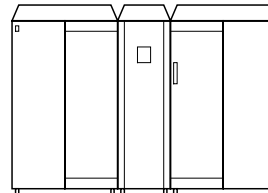
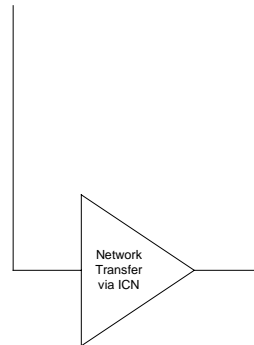
# Centralized Collections Unit (CCU)



**ICIS processes run and identify court cases which have delinquent fines, fees or other related courts costs that are due to the State of Iowa, and victim restitution. The records are forwarded to the Des Moines ICIS office.**

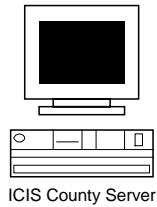


**Once the records are received from all counties the ICIS processes aggregate all records into a single file. This file is transferred to the Iowa Department of Revenue and Finance (IDRF).**



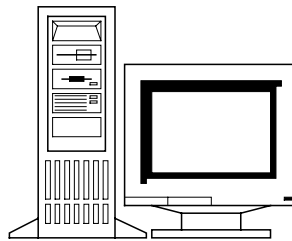
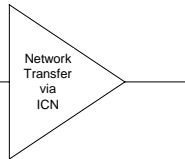
**Once the IDRF processes each debt record the following specialized collection methods are implemented by IDRF to collect the delinquent debt obligations: skip tracing, letters of intent, and direct phone calls using an autodialing system. Debtors are permitted to make payments to the IDRF and Clerks-of-Court. Electronic receipts for monies collected by IDRF are processed back to the Clerk-of Court offices.**

# INCOME TAX OFFSET (ITO)



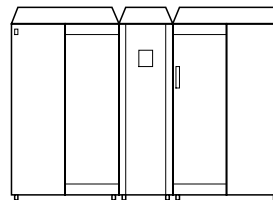
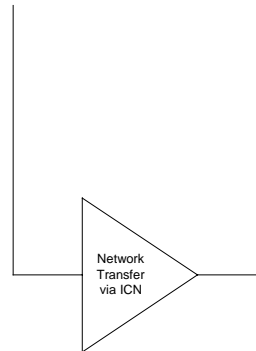
ICIS County Server

**ICIS processes run on the 10th & 25th of each month January thru June and the 25th of the month July thru December. Cases which have monies due the State which are overdue are picked up. The records are forwarded to the Des Moines ICIS office.**



ICIS Des Moines Server

**Once the records are received from all counties the ICIS processes aggregate all records into a single file. This file is transferred to the Iowa Department of Revenue (DRF).**

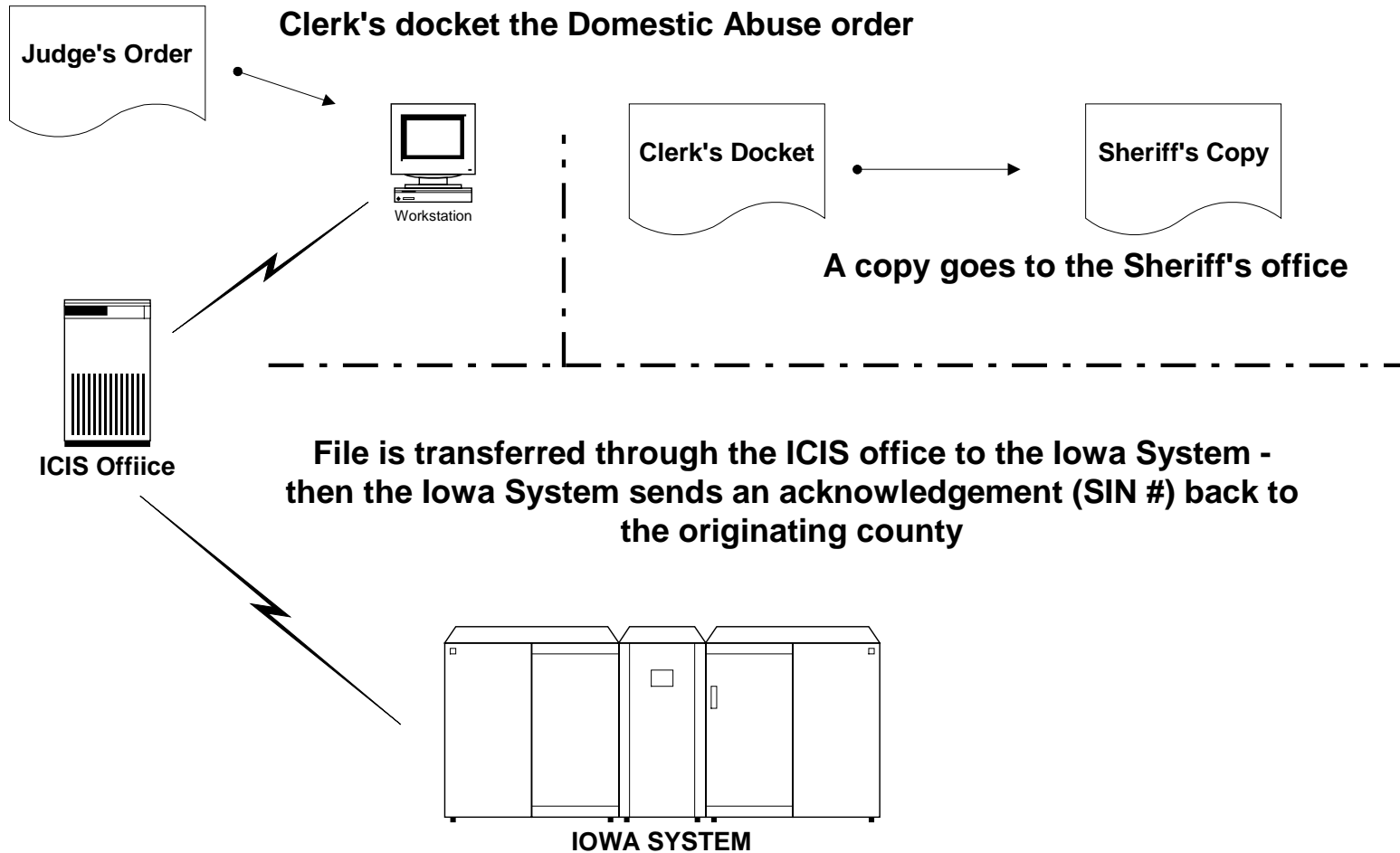


Department of Revenue & Finance

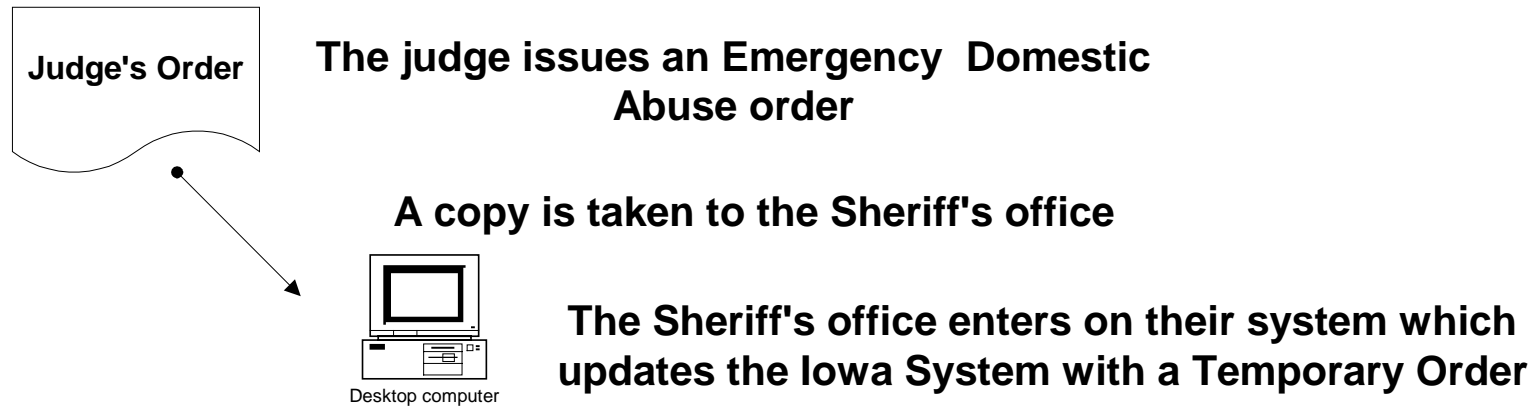
**Once the records are received from ICIS they are compared against Income Tax Returns and if there are monies available they are used to pay the debt owed the State. Once DPS has identified Tax returns that can be used for payment the monies are forwarded to the county where the record was identified.**

# DOMESTIC ABUSE

The judge issues a Domestic Abuse order



# DOMESTIC ABUSE - WEEKEND PROCESS

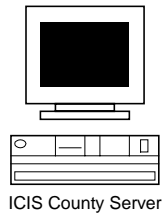


**On the first business day after a weekend the Clerks will Docket the Domestic Abuse Order and the NEW PROCESS goes into effect with one exception.**

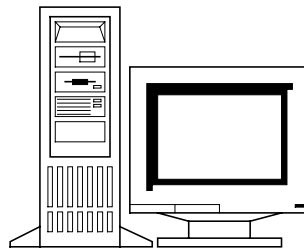
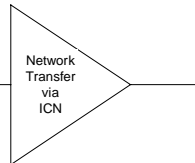
**Once the order from the Clerk transfers to the IOWA System, the ICIS record replaces the Sheriff's temporary record.**



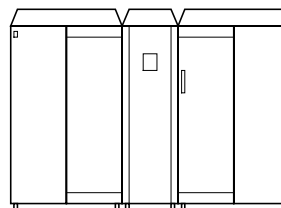
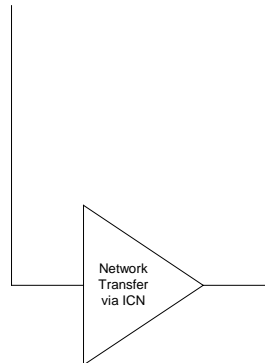
# TREASURER'S INTERFACE (TI)



**ICIS processes run and identify cases which have monies due the State which are overdue. A record per individual is generated. The records are forwarded to the Des Moines ICIS office.**



**Once the records are received from all counties the ICIS processes aggregate all records into a single file. This file is transferred to the Iowa Department of Transportation (IDOT).**



**Once the records are received from ICIS they are posted to the statewide system that Treasurer's offices reference as people renew their license plates. Those who owe debt are not allowed to renew their vehicle licenses until this debt is cleared.**